



Canadian Conservation Institute

Unpaid internships

The Canadian Conservation Institute (CCI) offers unpaid internships that provide learning opportunities for the conservation community in Canada and abroad. If you are a student or recent graduate in conservation, science or a relevant field, you may be interested in undertaking an internship at CCI.

This internship will allow you to:

- Extend your academic and practical experience through a supervised work placement
- Exchange ideas with professionals in the field
- Problem solve in a work environment
- Develop a reflective approach to your own professional development.

Eligibility

Applicants must be enrolled in a post-secondary program leading to a diploma or degree in conservation, science or a relevant field **or** have completed appropriate studies within the last five years. Individuals from all countries are eligible to apply (**note that preference will be given to Canadian citizens and landed immigrants**).

Start Date/Duration

This program lasts from eight weeks to a year and can start at any time of the year.

Available Specializations

Conservation

- Archaeology
- Books
- Fine arts
- Furniture and wooden objects
- Heritage (historic) interiors
- Objects
- Paintings/polychromes
- Preservation services
- Photographs
- Textiles
- Works on paper

Conservation Science



- Analytical
- Conservation research
- Photodocumentation

Stipend

CCI does not provide any financial remuneration for these internships.

Intern Responsibilities

Interns are responsible for their own expenses, security, insurance, and work permits/visas.

Expenses — Interns are responsible for covering all costs associated with participating in this program. CCI can provide a letter notifying funding bodies if your application is successful. Foreign applicants will be asked to provide proof of financial self-sufficiency for the duration of the internship.

Security — Interns will be asked to provide official documentation verifying they do not have a criminal record.

Obtaining a Reliability clearance is a mandatory process **prior** to being considered for an internship/fellowship program.

Interns must complete a Personnel Screening, Consent and Authorization Form. A recent local Police Records Check will be required if you do not live in Canada or if you have lived out of Canada for any period of time in the last 5 years.

Insurance — Foreign interns are expected to arrange for travel, accident, and health insurance while at CCI and during transit. Appropriate coverage must be purchased prior to entering Canada or within five working days after arrival.

Work Permits/Visas — International interns are expected to arrange for visas and work permits. Information is available from Canada's [Department of Citizenship and Immigration](#).

Application Timeframe and Deadlines

Applications may be submitted at any time throughout the year, and receipt will be acknowledged within three weeks. However, CCI will evaluate the applications only twice each year, beginning **June 15** and **December 15**. Applications received after these cut-off dates will be held until the next evaluation period.

Notification and Review Process

A selection committee will assess each application. You will be informed of the decision within eight weeks of the application deadline.

How to Apply

You are required to complete and submit the [online application form](#). When completing the application form, you will need to include:

1. [a statement of intent](#)



2. a curriculum vitae
3. [a description of three recent treatments/projects](#)
4. [a description of research interests](#) (for conservation science internships)
5. a copy of your official transcript(s)
6. letters of recommendation from two referees

Description of Statement of Intent

Please submit a personal statement of intent that explains your personal career goals, what skills you hope to acquire, and why an internship at the CCI is appropriate based on your background and future professional goals.

Description of Treatments/Projects

Please submit an example of three recent treatments/projects that are pertinent to the area of specialization being requested. You will have to describe each project/treatment in no more than two pages each (exclusive of photos). Photos should have descriptive captions, be relevant to the project and located after the maximum two-page text. Please be clear in your description of what your role and contributions to the project were.

Description of Research Interests

For conservation science internships, please submit a summary of your research interests. We will do our best to accommodate your interests; however, there must be a match between your interests and our existing research and development projects and priorities.

In addition to the online application, you will need to send to CCI hard copies of:

1. your official transcript(s)
2. your letters of recommendation from two referees

Inquiries

Please address inquiries to:

Attn: Learning and Development Officer
Canadian Conservation Institute
1030 Innes Road
Ottawa, Ontario K1A 0M5

Telephone: 613-998-3721, ext. 114
Toll-free in Canada: 1-866-998-3721
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